

**TOWNSHIP OF DERRY**  
**INDUSTRIAL & COMMERCIAL DEVELOPMENT AUTHORITY**  
**MEETING NOTES**  
**JANUARY 17, 2019**

**CALL TO ORDER**

Chairman Engle called the January 17, 2019 Regular Meeting of the Industrial & Commercial Development Authority to order at 6:36 pm in the meeting room of the Township of Derry Municipal Complex, 600 Clearwater Road, Hershey, PA. A roll call was completed after the pledge of allegiance.

Executive Session was held prior to the meeting to discuss legal issues.

**THE FOLLOWING WERE IN ATTENDANCE:**

**Board Members:**

Justin C. Engle, Chairman  
Brian Shiflett, Vice Chairman  
Marc Moyer  
James Ingalzo

**Also Present:**

Christopher Christman, Manager/Asst. Treasurer/Asst. Secretary  
Marie Sirkot, Administrative Assistant  
Jeffrey Engle, ICDA Solicitor  
Julie Echterling, Recorder

**Board Member Absent:**

Thomas Fowlston

**Public in Attendance:**

The following were in attendance: Lori Althoff, Greg Koussis

**REORGANIZATION Officers of the Board:**

Mr. Ingalzo made a motion to appoint the following Officers to the Board:

Chairman, Justin Engle  
Vice Chairman, Brian Shiflett  
Secretary, Thomas Fowlston  
Treasurer, Marc Moyer  
Manager, Assistant Secretary, Assistant Treasurer, Christopher Christman  
ICDA Solicitor, Jeffrey Engle

Mr. Moyer seconded the motion. **Motion carried 4-0.**

**APPROVAL OF REGULAR MEETING MINUTES**

Mr. Ingalzo made a motion to approve the minutes for the December 20, 2018 regular meeting. Vice Chairman Shiflett seconded the motion. **Motion carried 4-0.**

**GREENLEE PARTNERS CONTRACT**

Chairman Engle reached out to Greenlee Partners to discuss the existing contract. He discussed having to watch the expenses of the ICDA. Greenlee did not offer to lower the cost of the contract. Mr. Moyer stated we could use them in the future if needed. Solicitor Engle stated a 30-day written notice of termination is required in the contract.

Vice Chairman Shiflett made a motion to terminate the current contract with Greenlee Partners effective February 20, 2019. Chairman Engle seconded the motion. **Motion carried 4-0.**

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**RACP GRANT FOR HERSHEY TOWNE SQUARE PROJECT**

Mrs. Sirkot discussed Mrs. Zumbrun's memo about minor changes needed to the RACP Grant contract. The Board needs to approve the following changes:

- Update agreement to reference the correct legal name of the Authority
- Update the project officer to Mrs. Zumbrun
- Update Office of the Budget signature line to the name of the new Secretary of the Budget.

Vice Chairman Shiflett made a motion to accept the revised RACP grant contract between the Commonwealth of Pennsylvania and the Township of Derry Industrial and Commercial Authority for the Hershey Towne Square project. Mr. Ingalzo seconded the motion. **Motion carried 4-0.**

**PUBLIC COMMENTS**

There were no public comments.

**OTHER BUSINESS**

**Giant Center Refinancing**

Chairman Engle spoke about the Giant Center refinancing. Mr. Verdelli is working on the refinancing transaction. He spoke about a financial advisor to help with this process. Vice Chairman Shiflett feels this Board should be doing the ground work and create an ad hoc committee of the Board to make recommendations. Two members of this Board would be on the ad hoc committee with two alternatives. The purpose of this committee is to suggest solutions with data to provide to the Board. He stated since this Board doesn't meet every month, this committee could report the progress to the Board. Solicitor Engle spoke about workshops that could be done with the Board. Chairman Engle spoke about PFM who knows the full financial picture for the Township and using Mr. Scott Shear from PFM. Solicitor Engle stated since this would be professional services with PFM, an RFP is not required. He recommended obtaining a proposal from them. The Board agreed to set-up a meeting with PFM.

Chairman Engle suggested he and Vice Chairman Shiflett could be the members of the Adhoc Committee with the rest of the Board as alternatives. Discussion ensued.

Vice Chairman Shiflett made a motion to create an Ad Hoc Committee for the purpose of making recommendations for the Giant Center refinancing with Vice Chairman Shiflett and Chairman Engle as the primary members. The other board members will be alternatives. The Ad Hoc Committee will start immediately and terminate by December 31, 2019. Mr. Moyer seconded the motion. **Motion carried 4-0.**

Mr. Greg Koussis stated that he met with HE&R to talk about their upcoming projects. He stated HE&R are going through procurement with carpeting. They are looking at a July/August installment date. For the Intermodal project, they will be working on the infrastructure issues, but haven't started the process for this yet. Chairman Engle stated he will reach out to HE&R and let them know that Mr. Koussis is our representative and should be involved with the process for the Intermodal.

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**ADJOURNMENT**

Mr. Moyer made a motion to adjourn the meeting at 7:10 pm. Mr. Ingalzo seconded the motion. **Motion carried 4-0.**

**SUBMITTED BY:**

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Christopher S. Christman, Manager  
Assistant Secretary/Assistant Secretary